

**BROKER-IN-CHARGE  
COURSE REGISTRATION FORM**

**The Broker-in-Charge course is a 12 hour course scheduled over 2 days.**

**Four (4) hours of continuing education credit will be awarded for completion of the course.** Brokers who have recently been designated as broker-in-charge will be given priority.

**SCHEDULING:** The quickest way to register for a scheduled course is on-line at [www.ncrec.gov](http://www.ncrec.gov). You may also register by completing this form and returning it **to the Commission** with the proper fee. Your registration form and fee should be received by the Commission **NO LATER THAN 10 WORKING DAYS PRIOR TO THE REQUESTED SESSION.**

If you choose to register with this form, please select three sessions in the order of your preference. Please understand that we cannot guarantee space for any course requested by mail as courses are filled upon receipt of registration either by our on-line registration system or by mail, whichever is received first. **You are not registered for a class until you receive written confirmation. Please call our office if you do not receive a confirmation. Please write your broker license number on your check.**

**REFUNDS, LATE ARRIVALS, AND RESCHEDULING:** A request for a **refund** of the course fee, or a request to **reschedule** for a later date without additional fee, may be granted if the request is *received within 15 days after the scheduled course date and the individual can demonstrate that his or her absence or tardiness was the direct result of an emergency situation which was beyond his or her control* and could not reasonably have been foreseen or avoided (for example, personal illness or death in the family). Absences due to business conflicts, vacations or the like are not grounds for granting a refund request or a rescheduling request received on or after the course date. Persons reporting late for class will not be admitted and will forfeit the course fee.

**Please attend the session you are scheduled for unless you call in advance and receive written permission from the Commission's Education Department to reschedule.**

**Please see page two of this form for a listing of course locations and dates.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_  
First Choice (location and date)    Second Choice (location and date)    Third Choice (location and date)

NC Real Estate License No. \_\_\_\_\_ ☐ Broker

Are you currently a broker-in-charge or have you been designated as broker-in-charge within the last 120 days?  
☐ Yes                      ☐ No

Mail to:    NC Real Estate Commission  
              Attn: Education Division  
              P.O. Box 17100  
              Raleigh, NC 27619-7100

**The fee for courses is \$100**  
**(COURSE FEE INCLUDES *BROKER-IN-CHARGE GUIDE*)**

**Make checks payable to NC Real Estate Commission**  
(Please write your license number on your check)

**The Broker-in-Charge course is taught in a 2 day format. Class will begin on the first day at 1:00 pm and conclude at 5:00 pm. Class will begin on the second day at 8:30 am and conclude at 5:30 pm with a one hour break for lunch. Check-in begins thirty minutes prior to class each day.**

**Asheville:**

☐ **Wed, May 12, 2010** Class: 1:00 - 5:00 pm  
**Thur, May 13, 2010** Class: 8:30 - 5:30 pm

☐ **Tue, August 17, 2010** Class: 1:00 - 5:00 pm  
**Wed, August 18, 2010** Class: 8:30 - 5:30 pm

☐ **Tue, November 30, 2010** Class: 1:00 - 5:00 pm  
**Wed, December 1, 2010** Class: 8:30 - 5:30 pm

Holiday Inn-East/Blue Ridge Parkway  
 (Exit 55 off I-40)  
 1450 Tunnel Road,  
 (828) 298-5611

**\*Banner Elk:**

☐ **Wed, October 13, 2010** Class: 1:00 - 5:00 pm  
**Thur, October 14, 2010** Class: 8:30 - 5:30 pm

Best Western Mountain Lodge  
 1615 Tynecastle Hwy  
 (828) 898-4571

**Charlotte:**

☐ **Wed, June 2, 2010** Class: 1:00 - 5:00 pm  
**Thur, June 3, 2010** Class: 8:30 - 5:30 pm

☐ **Tue, July 20, 2010** Class: 1:00 - 5:00 pm  
**Wed, July 21, 2010** Class: 8:30 - 5:30 pm

☐ **Tue, August 24, 2010** Class: 1:00 - 5:00 pm  
**Wed, August 25, 2010** Class: 8:30 - 5:30 pm

☐ **Tue, October 5, 2010** Class: 1:00 - 5:00 pm  
**Wed, October 6, 2010** Class: 8:30 - 5:30 pm

☐ **Mon, November 22, 2010** Class: 1:00 - 5:00 pm  
**Tue, November 23, 2010** Class: 8:30 - 5:30 pm

Hilton Charlotte Executive Park  
 5624 Westpark Drive  
 Charlotte, NC 28217  
 (704) 527-8000

**Greensboro:**

☐ **Wed, May 19, 2010** Class: 1:00 - 5:00 pm  
**Thur, May 20, 2010** Class: 8:30 - 5:30 pm

☐ **Tue, September 14, 2010** Class: 1:00 - 5:00 pm  
**Wed, September 15, 2010** Class: 8:30 - 5:30 pm

☐ **Tue, December 14, 2010** Class: 1:00 - 5:00 pm  
**Wed, December 15, 2010** Class: 8:30 - 5:30 pm

Clarion Hotel  
 415 Swing Road  
 (Exit 213 on I-40 West)  
 (336) 299-7650

**\*Kill Devil Hills:**

☐ **Wed, September 22, 2010** Class: 1:00 - 5:00 pm  
**Thur, September 23, 2010** Class: 8:30 - 5:30 pm

Ramada Plaza Resort  
 1701 S. Virginia Dare Trail  
 (252) 441-2151

**Raleigh:**

☐ **Mon, June 7, 2010** Class: 1:00 - 5:00 pm  
**Tue, June 8, 2010** Class: 8:30 - 5:30 pm

☐ **Wed, July 7, 2010** Class: 1:00 - 5:00 pm  
**Thur, July 8, 2010** Class: 8:30 - 5:30 pm

☐ **Tue, August 3, 2010** Class: 1:00 - 5:00 pm  
**Wed, August 4, 2010** Class: 8:30 - 5:30 pm

☐ **Tue, September 28, 2010** Class: 1:00 - 5:00 pm  
**Wed, September 29, 2010** Class: 8:30 - 5:30 pm

☐ **Wed, November 3, 2010** Class: 1:00 - 5:00 pm  
**Thur, November 4, 2010** Class: 8:30 - 5:30 pm

☐ **Wed, December 8, 2010** Class: 1:00 - 5:00 pm  
**Thur, December 9, 2010** Class: 8:30 - 5:30 pm

McKimmon Conference Center  
 1101 Gorman Street  
 Western Blvd. & Gorman Street  
 (919) 515-2277

**Wilmington:**

☐ **Wed, July 14, 2010** Class: 1:00 - 5:00 pm  
**Thur, July 15, 2010** Class: 8:30 - 5:30 pm

☐ **Tue, October 26, 2010** Class: 1:00 - 5:00 pm  
**Wed, October 27, 2010** Class: 8:30 - 5:30 pm

Best Western Coastline Convention Center  
 501 Nutt Street  
 (910) 763-2800

**CHECK-IN FOR ALL CLASSES BEGINS  
 30 MINUTES PRIOR TO THE START OF  
 THE CLASS.**

\*minimum enrollment of 10 people or class will be cancelled and monies refunded or you may transfer to another class.